

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: **Judicial Assistant**
 Full-Time, Excepted Service

ANNOUNCEMENT #: **#15-09**

LOCATION: **Boston, Massachusetts**

CLASSIFICATION LEVEL: **JSP 8 - JSP 11 -\$47,907 - \$83,227***
 *** Starting salary depending on experience and qualifications**

Opens: **April 17, 2015** **Closes:** **May 8, 2015**

U.S. Magistrate Judge is currently accepting applications for a Judicial Assistant to provide administrative support to the Judge and chambers.

Principal Duties and Responsibilities:

Confidential executive assistant to United States Magistrate Judge. Assumes responsibility under the Judge's supervision for overseeing the daily operation of the Judge's chambers, with attention to efficient organization of files and record keeping; insuring quality control in typography of Judge's final Memoranda and Orders; proof reading and cite checking; processing of incoming and outgoing correspondence, both traditional and electronic; heavy emphasis on maintaining the Judge's personal calendar and coordinating with court calendar; gathering and maintaining statistical data as required by the Administrative Office of the United States Courts; handling annual appointments, promotions, separations and leave record data for law clerks; handling the enter and exit process, and tracking attendance for volunteer interns; heavy emphasis on coordinating the Judge's travel, including the processing of related accounting and similar reports; proofreading documents; displaying at all times, to both internal and external contacts, a courteous, professional and cooperative attitude that reflects positively on the Judge and the Court in general.

Minimum Qualifications

At the time of appointment, the candidate must possess the following minimum requirements:

- a high school diploma or equivalent.
- at least five years of progressively responsible clerical or secretarial experience, three of which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters
- excellent organizational, communications and interpersonal skills
- proficiency with Windows, Word Perfect or Word, Adobe Acrobat, Excel, Power Point and other basic computer software programs
- excellent typing skills
- thorough knowledge of business English, vocabulary, punctuation, grammar, and spelling

Desirable Qualifications

- Associate's degree with concentration in secretarial studies or equivalent
- experience and proficiency in using CM/ECF
- proficiency in basic legal research, including key-citing

Personal Characteristics

The successful candidate is mature, responsible, poised, possesses tact, good judgment, initiative, maintains a professional appearance and demeanor at all times, and is able to work harmoniously with others in a collaborative manner. Discretion and an ability to maintain confidentiality are essential.

Educational Substitutions

- Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience on the basis of 30 semester (45 quarter) hours equals nine months experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably such degree would include courses in law, government, public or business administration or related fields.
- Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized legal secretarial experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

FBI Background Investigation

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

Hours

The U.S. District Court for the District of Massachusetts is open to the public, M - F, 8:30 AM to 5:00 PM. Work hours of the position will be determined by the appointing judge.

Benefits

A generous benefits package is available and includes the following:

- ◆ Ten (10) paid federal holidays per calendar year
- ◆ Health benefits under the Federal Employees' Health Benefits Program (FEHBP)
- ◆ Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- ◆ Flexible Benefits Program (pre-tax Health Care, Dependent Care and Commuter/Parking Expense reimbursement accounts)
- ◆ Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- ◆ Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- ◆ Transit Subsidy Program

How To Apply

Submit all of the following documents as directed below: (1) a cover letter (2) a current resume, and (3) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) by **5:00 PM on Friday, May 8, 2015** to:

**United States District Court
Attn: Kristi Allard, H.R. Specialist
Vacancy #15-09
John Joseph Moakley U.S. Courthouse
One Courthouse Way
Boston, MA 02210**

Applications also accepted by e-mail. Please make certain the code HR Mail, Vacany #15-09, Judicial Assistant appears in the SUBJECT line of your e-mail correspondence and email to: usdcmajobs@mad.uscourts.gov.

*Application forms (AO-78) are available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered "at-will"

employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more positions than described herein.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required. **Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview.**

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER